



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
VOCATIONAL EVALUATOR II	33	B	12.440
VOCATIONAL EVALUATOR I	31	B	12.441

### SERIES CONCEPT

Vocational Evaluators provide vocational assessment and work adjustment services for clients with disabilities using accepted vocational testing and work simulation methods in a clinical, classroom or employment setting; develop vocational assessment strategies; prepare vocational evaluation reports and recommendations.

Develop assessment plans and work methods; review referrals, gather background information and interview clients; determine the services required to facilitate the assessment; attend staffing team meetings with medical consultants, rehabilitation staff and other referral sources to discuss and clarify clients' medical, vocational and social status; research job markets and skills to determine clients' vocational prospects.

Determine clients' work capacity, learning capacity, personality and behavioral characteristics which affect vocational performance and rehabilitation potential; select, administer, score and interpret vocational and work simulation tests; observe clients' work skills, behavior and readiness; counsel clients when behavior or problems impede the evaluation process.

Prepare written and verbal reports and recommendations; respond to questions posed by the referral source and clients' medical, psychological, social, vocational, educational and economic histories; conduct comprehensive vocational analyses; consider clients' residual functional capacity in comparison to the physical and mental demands of past jobs; describe clients' ability to perform relevant work based on required skill levels, duties, equipment and tools; identify clients' transferable residual skills.

Provide advice and guidance to co-workers, referral sources, employers, counselors, physicians, attorneys and clients; research labor market information, vocational materials and other resources; ensure that vocational factors are properly identified, evaluated and documented; explore issues such as optimum vocational goals, work behavior, physical tolerance, work readiness, residual functional capacity and transferable skills; clarify vocational concepts and their overall impact on clients' ability to engage in competitive work; provide job analyses to establish job duty criteria.

Maintain records of assessment activities; prepare progress and status reports and relevant correspondence; complete necessary forms; participate in program planning and budget development.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Vocational Evaluator II:** Under general direction, incumbents perform the full range of duties described in the series concept and independently make decisions with respect to the assessment process; however, individual assessment plans, progress and recommendations are subject to supervisory review through case

## CLASS CONCEPTS (cont'd)

**Vocational Evaluator II** (cont'd)

records and formal and informal discussions. This is the journey level in the series. The Vocational Evaluator II is distinguished from the lower level by greater complexity of assignments and a higher level of independence with which the duties are performed.

**Vocational Evaluator I:** Under general supervision, incumbents receive training and gain experience in the assessment of vocational ability, aptitude and potential of persons with disabilities. This is the entry level in the series and progression to the journey level may occur upon meeting the minimum qualifications and with the recommendation of the appointing authority.

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## MINIMUM QUALIFICATIONS

**VOCATIONAL EVALUATOR II**

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in vocational rehabilitation with emphasis on vocational evaluation; **OR** a Bachelor's degree from an accredited college or university in vocational rehabilitation or vocational evaluation and one year of professional experience providing vocational assessment and work adjustment services for injured workers and clients with disabilities in a rehabilitation setting; **OR** one year of experience as a Vocational Evaluator I in Nevada State service; **OR** an equivalent combination of education or experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** counseling techniques sufficient to assist clients in overcoming problems related to the evaluation process; job analysis techniques sufficient to review and assess work demands; physical and psychological limitations imposed by various disabilities. **Ability to:** synthesize and summarize complex technical information into verbal and written expression; develop and implement individual vocational assessment plans; effectively communicate vocational evaluation issues both verbally and in writing; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** factors measured in vocational testing and their affects on vocational performance and rehabilitation potential; occupational opportunities in the community which are suitable for adults with physical and mental disabilities. **Ability to:** plan and organize the vocational evaluation process to best utilize available resources.

**VOCATIONAL EVALUATOR I**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in vocational rehabilitation, vocational evaluation or psychology; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** theories, principles and practices associated with vocational rehabilitation; physical and mental capabilities related to the world of work; medical terminology, anatomy, physiology and psychology related to disease process, injury effect and clinical and laboratory procedures. **Ability to:** establish and maintain positive working relationships with co-workers, consulting staff, other agencies and outside service providers; communicate effectively with persons from a variety of social/economic backgrounds and persons with severe disabilities; read, analyze and interpret legal, medical and vocational data; document events and prepare clear, understandable case notes; work as part of a team to exchange ideas and information and formulate joint conclusions or solutions.

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### MINIMUM QUALIFICATIONS (cont'd)

#### VOCATIONAL EVALUATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** federal and State laws, regulations and guidelines and agency procedures applicable to the assigned vocational evaluation program; principles, practices, methods and techniques associated with vocational evaluation; standard tests used in evaluating characteristics, skills and aptitudes of persons with disabilities sufficient to administer, score and interpret test results; theories, principles and practices associated with vocational rehabilitation; public agencies and private employers providing vocational information and services; local job markets and related job demands; available occupational information resources and references. **Ability to:** establish an individual vocational profile based on established data, vocational testing, analysis and input from other interested parties.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.440</u>	<u>12.441</u>
ESTABLISHED:	2/26/76	2/26/76
REVISED:	7/1/93P	7/1/93P
	10/23/92PC	10/23/92PC
REVISED:	12/9/94UC	
REVISED:	3/29/01UC	3/29/01UC
REVISED:	6/27/03PC	6/27/03PC